



India's Premier Maharatna Company Seeks Legal Maharatnas

IndianOil requires 19 Experienced Law Officers

We are a transnational energy major and the highest ranked Indian company in the Fortune's prestigious Global 500 list. Through last five and a half decades of relentless service to the nation, we have emerged as the largest business enterprise in India with a turnover of Rs 4.15 lakh crore (US\$ 76.2 billion). We operate one of the Asia's largest networks of Refineries, Pipelines, Marketing touch-points and Petrochemicals Business. Empowered with 'Maharatna' status, we are nurturing our vision to emerge as '*Energy of India*'

We are looking for energetic and dedicated *legal professionals (Indian Nationals only)* with **prior experience of 2 years** for recruitment as *Law Officers. Recruitment for the positions will be through Common Law Admission Test (CLAT)-2014(for post graduate programme).*

Short-listing of candidates for further selection process (comprising *Group Discussion (GD) & Group Task (GT) and Personal Interviews (PI)*) will be based on **CLAT-2014 (for post graduate programme) score**. **CLAT score from 2013 or any other previous examination is not valid.**

The eligibility criteria regarding disciplines, prescribed educational qualifications, age and other eligibility criteria and application procedure is mentioned below:

Educational Qualification

Minimum educational qualification for Law Officers is:

- Candidates should have **passed qualifying degree examination** and awarded **Bachelor's degree in Law (LLB or equivalent – full time degree)** from **recognized Indian Universities / Institutes**. The degree should also enjoy **recognition by the Bar Council** .
- Candidates (belonging to General and OBC category) should have **secured 60% or more marks** in qualifying degree examinations. It is **relaxed to minimum 55% for Scheduled Caste (SC) /Scheduled Tribe (ST)/ Persons with Disabilities (PwD) candidates**. In case any University/ Institute follows an evaluation system of awarding Letter Grade ('A'/ 'B'/ 'C' etc.) or Point Scale, a certificate from the University/ Institute establishing relationship between the Letter Grade (or Point Scale) with % of marks, should be submitted.

Professional Experience

- Candidates must have **minimum 2 years of work experience (as on June 30, 2014) in the field of Law in India**. They need to produce following documents, in original and photocopy, thereof duly attested by a Gazetted Officer, as proof of their work experience in the field of law:

A. Candidates practicing at the Bar / Working with Law Firms

The following documents are required to be submitted:

- a) **Certificate evidencing award of degree** as mentioned above
- b) **Copy of registration certificate with Bar Council**, and
- c) **Experience certificate from solicitor/ advocate / Law Firm / Bar Association** as applicable.

B. Candidates handling legal work under employment with Private/ Public Organizations or with Central/ State Governments

The following documents are required to be submitted:

- a) **Certificate evidencing award of degree** as mentioned above
- b) **Experience certificate from the employer(s)**

In both the cases, only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience.

Age Limit

Maximum **30 years as on June 30, 2014** for the General Category candidates. Age relaxation for Other Backward Class (OBC) (Non Creamy Layer) / Scheduled Caste (SC) / Scheduled Tribe (ST) and Personse with Disability (PwD) Candidates will be applicable as per the Presidential Directive.

Important note:

Personal details (date of birth), educational qualification, experience profile etc. of the short-listed candidates will be verified at the time of GD/GT and PI. The candidates not meeting the above mentioned criteria relating to age, educational qualification, professional experience etc. will not be considered for further selection process.

Any false/ miss-representation of information on the above mentioned parameters by any candidate will result in rejection of his/ her candidature at any stage of selection process.. The decision of our official, responsible for verifying the documents will be considered final in this regard.

Concessions/ Relaxations

- **Reservation** of posts for SC/ST/OBC (Non-Creamy Layer)/ PwD (degree of disability 40% or above) category candidate will be maintained as per Government of India directives.
- Age relaxation of 3 years **to OBC (non-creamy layer) category candidates, 5 years for SC/ST category candidates and 10 years for PwD** candidates will be extended as per the Presidential Directive. For getting the reservation benefits under OBC category:
 - The **name of caste and community** of the candidate must appear in the ‘**Central list of other Backward Classes**’
 - The candidates **must not belong to creamy layer**.
 - The candidates need to furnish their valid **OBC certificate as per the format prescribed** by Government of India.
- Age relaxation by 5 years for candidates **domiciled in Jammu & Kashmir** between 1.1.1980 and 31.12.1989.

- Age relaxation by 5 years for **Ex-servicemen & Commissioned Officers (including ECOs / SSCOs)** subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India.
- Minimum percentage of marks is relaxed to **minimum 55% for SC/ ST/ PwD candidates.**

Physical Fitness

Desirous candidates need to be **medically fit** as per **IndianOil's pre-employment medical standard**. Candidates are advised to go through the '**Guidelines and Criteria for Physical Fitness for Pre-employment medical Examination**' before they commence the application process. The guidelines are available in the following link:

http://www.iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

Selection and Placement

The selection methodology will comprise of the following:

- Candidates desirous of a career in IndianOil need to appear in **Common Law Admission Test (CLAT) – 2014** conducted by the Gujarat National Law University (GNLU) for the purpose of **admission in post graduate programme (2 year LLM)** in the National Law Universities and few other Institutes.
- Candidates meeting the eligibility criteria will be shortlisted on the basis of CLAT-2014 score for **further selection process** comprising of:
 - **Group Discussion (GD) / Group Task (GT)**
 - **Personal Interview (PI)** for assessment of different facets of knowledge, skill, attitude and aptitude.

Candidates will have to **qualify through each stage** of selection process successfully, before being adjudged as suitable for selection.

Selected candidates shall have **all-India transfer** liability and may be posted to any Division / Unit / Subsidiary Company / Office of the Corporation.

Service Bond

General Category candidates will have to **execute a bond** of Rs.3,00,000 (Rs.50,000/- for SC/ST/OBC & PwD candidates) to serve the Corporation for a **minimum period of three years** from the date of joining.

Remuneration Package

Candidates will be selected as **Law Officers (in grade 'A')** and will receive a **starting Basic Pay of Rs.24900/-per month**. In addition, the selected candidates will receive **Dearness Allowance (DA)** and **other allowances**, according to the rules of the Corporation in force, as amended from time to time.

Other allowances / benefits include HRA / subsidized housing accommodation (depending upon place of posting), medical facilities, performance related pay, gratuity, contributory provident fund, employees pension scheme, group personal accident insurance scheme, leave encashment, leave travel concession (LTC)/ LFA, contributory superannuation benefit fund scheme, house building advance(HBA), conveyance advance/ maintenance reimbursement, professional updation allowance, lap-top computer, children's education allowance etc. will be applicable as per rules of the corporation.

The maximum **Cost to Company (CTC)**, as on 31st December, 2013 is around Rs. 10.50 lakhs per annum inclusive of performance related pay (PRP).

How to apply

- CLAT-2014 (for post graduate programme)** is scheduled on **11th May 2014**. For detailed information on CLAT-2014, interested candidates may log on to <http://www.clat.ac.in> or websites of other National Law Universities. Candidates need to **fill-in and submit** the CLAT-2014 application form on-line as instructed by the CLAT-2014 authorities and wait for the **Admit Card/ Hall Ticket to get the CLAT-2014 Application Number, Roll Number and Control Number. The last date for receipt of filled-in CLAT-2014 application form at CLAT office is 31st March, 2014.**
 - On receipt of CLAT-2014 application number, roll number and the control number, the candidates need to apply to IndianOil on-line. **The relevant link will be made available from 14th April, 2014 at the 'Career' link of IndianOil website. www.iocl.com. The candidates must fill-in the correct application number, roll number and control number from their CLAT-2014 admit card/ hall ticket. In case of a mistake in any of these numbers made by any applicant at the time of filling in on-line application, it will not be possible to retrieve CLAT-2014 score from the database (to be given by CLAT-2014 authorities).**
 - Candidates should **click on** the on-line application link, **read the instructions** carefully and **fill-in the on-line application form** giving accurate information including the **CLAT-2014 application number, roll number and control number**.
 - Upon completion, the candidate should submit the online application by clicking the **Submit** button at the bottom of the page. If the same is accepted, the system will generate a **unique application ID** along with the completed application form.
 - Candidate must take a **print out** of completed application, **affix** his/her recent passport size photograph, put his/ her **signature** at the space provided and keep with him/ her **safely** for future reference.
- This print out of application should be kept in safe custody of the candidate. Candidates must not send this printout to any office of IndianOil.**
- Please note that after the last date of submission of on-line application, candidates will not be able to take printout of their application.**
- The passport size photograph affixed by the candidate should be the **same** submitted along with CLAT-2014 application form. In case the candidate is called for GD/GT and interview, he/she should come with this **printed application form**, along with **CLAT-2014 admit card/ hall ticket** and **CLAT-2014 official score card**.
 - 11th May 2014** is the last date for receiving **on-line applications** by IndianOil.
 - There is **no separate application fee** for applying in IndianOil

CLAT-2014 on-line application form and information brochure is available on its website. The last date for receipt of filled-in CLAT-2014 application form is 31st March, 2014

There is no separate application fee for applying to IndianOil

Important dates to remember

Commencement of accessibility to/ submission of on-line Application Forms for CLAT-2014	January 01, 2014
Last Date for submission of filled-in Application Form at CLAT Office	March 31, 2014
Accessibility of Admit Cards/ Hall Tickets of CLAT-2014	April 14, 2014
Opening of On-line application module for receiving on-line application by IndianOil	April 14, 2014
CLAT-2014 examination	May 11, 2014 (03.00 pm to 05.00pm)
Last date of receiving ONLINE application by IndianOil	May 11, 2014

General Instructions

1. The candidates must have an **active e-mail id**, which must remain valid for at least next one year. All **future communication** with the candidates will take place through e-mail only. IndianOil will not be liable for any errors or omissions in the content of e-mail communication, which may arise as a result of e-mail transmission.
2. The candidates should have the **relevant documents** like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. **readily available** with them before they commence application process. These details will be required at the time of filling-in the on-line application.
3. If more than one application is received from a candidate, **most recent (current) application** will be considered as final.
4. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded, its **equivalent percentage of marks** must be indicated in the application form as per norms adopted by University / Institute.
5. Candidates belonging to OBC category, but belonging to **creamy layer** will not be entitled for the benefits of reservation and should apply as General Category candidate.
6. Candidates **presently employed** in **Government Departments / PSUs / Autonomous Bodies** **need to submit NOC** from competent authority of their current employer at the time of interview.
7. Candidates not meeting the prescribed eligibility criteria, shall be **rejected** at any stage of the selection process
8. In case of selection, all successful candidates must submit a **clear release order** from their previous employer. None will be allowed to join the Corporation without a clear release order.
9. Candidates may go through the “**Frequently Asked Questions (FAQs)**” on the website of IndianOil. In case any particular query is not address in this detailed advertisement and in FAQs, the candidates can write to us at recruit2014@indianoil.in



IndianOil

Values at the core of our Business

Care . Innovation . Passion . Trust